

Model Community Guidelines

Lodging

1. Practice waste reduction, reuse and recycling:
 - Use reusable items vs. Disposable items (e.g. Ceramic mugs for staff)
 - Practice double-sided photocopying
 - Set up in-house recycling program (e.g. Office paper and corrugated cardboard)
 - Purchase supplies in bulk where possible
 - Use glasses in rooms rather than disposable cups
 - Reuse scrap paper (e.g. Make into note pads)
 - Reduce amount of junk mail received by writing and advising your current subscription not to share your name and address with other mailers. Also, write to Mail Preference Service, Direct Marketing Association, 11 West 42nd Street, New York, NY 10036
 - Use liquid soap containers rather than individually wrapped bars of soap
 - Recycle toner or cartridges for copy machine or printer
 - Minimize use and seek out alternatives to toxins (such as cleaners)
2. Use products made from recycled content:
 - Purchase office paper and administrative products made with recycled content (e.g. Paper, letterhead, paper towels, tissue paper, note pads, business cards, credit card slips, etc.; indicate on letterhead, etc., “printed on recycled paper”)
 - Purchase and use at least two other items made with recycled content (e.g. Desk organizers, such as recycling bins, desk top trays, if applicable)
3. Promote waste reduction and recycling:
 - Encourage guests not to open or use items unless needed
 - Provide guests with drop-off points to recycle newspaper, glass and aluminum containers (and/or other items consistent with community recycling program); or post signs at trash disposal areas promoting separation of recyclable and locations of recyclable drop-off points
 - Promote and support community recycling efforts by using community boards or posting local flyers
 - Donate to human service agencies in area the soaps, shampoo, shampoo, lotions and bathroom tissue that that are usually discarded by guests when checked out
 - Request that supplier/manufacturers use as much recycled content material in packaging as possible
 - Request supplier/manufacturers to provide system to take back non-recyclable packaging
 - Encourage employees to share magazines and newspaper subscriptions